

Appendix G

Short Term Emergency Assistance Full Program Guidelines

Short Term Emergency Assistance Description

In January/February 2023, the United to House LA coalition will be submitting proposed Program Guidelines for each of the 10 program areas. The short-term emergency assistance would provide about \$40 million annually in funding. Below is a definition from the Measure ULA initiative that defines short-term emergency assistance:

***“Short-Term Emergency Assistance.** Five percent of the House LA Fund-Programs shall be annually allocated to provide short-term emergency funding to tenant households at risk of becoming homeless. Funds will stabilize low-income tenants at risk of losing their housing due to one-time economic shocks, and may cover the entirety of rent payments for a short-term period of up to 6 months. Priority eligibility shall be established for lower income households.”*

Tenant Eligibility Guidelines and Rules

- A. The following are proposed LA City Short Term Emergency Assistance Program guidelines for eligible tenants to apply for rental assistance:**
1. Renter of residential rental property living within Los Angeles city limits
 2. Household income must be below 80% AMI²⁶
 3. Description of one-time economic hardship
 4. Employees of agency providers and their direct family members are ineligible for rental assistance.
- B. In addition to the initial tenant eligibility criteria, the following would be proposed for the Short-Term Emergency Assistance Program:**
1. Signed W-9 form by the participating landlord that will receive the rental assistance payment. However, if the landlord is not participating, tenants will be allowed to receive rental assistance directly for rental arrears only and under limited circumstances which will not require any further follow-up by administrative agencies regarding the rental assistance payment. ²⁷ If the landlord fails to participate and files an unlawful detainer against the tenant, LAHD will recommend an affirmative defense to protect tenants from eviction.
 2. Only provide rental assistance once a year, if the rental assistance request provided the total maximum amount allowed per term.

²⁶ Receipt of any needs-based public benefits automatically qualifies a tenant to services.

²⁷ Possible disruption of recipients' government monthly benefits and medical coverage can be implicated through direct payments. Tax implications for tenants would need to be researched.

C. Additional proposed guidelines for Short-Term Emergency Assistance Program:

1. Total of six (6) months of emergency rental assistance which can be applied to either rental arrears or prospective rent.
2. Set a maximum monetary cap amount for total rental assistance that can be provided.
3. Administering agency will make decisions on case-by-case situation including the totality of circumstances and shall prioritize cases that include but are not limited to: (1) tenant households considered lower income households at 30% AMI; (2) tenants that live in long-term rent stabilized units; (3) units that are affordable based on the tenant's income; (3) tenant households with minor children; (4) disabled and elderly tenants; and (5) households that are at high risk of becoming homeless.
4. Administering agency in its discretion, shall provide rental assistance to tenants where rental assistance is reasonably likely to maintain tenant's housing or obtain and sustain new housing, as documented through the case record.
5. Rental assistance shall include any debt or cost incurred by a tenant related to rental housing or relocating to new rental housing due to a dispute with the landlord and/or a pending UD case. These costs can include but not limited to rent, utility payments, security deposits, costs associated with complying with orders or agreements, and/or reasonable moving costs.

Required Documents and Forms for Requests

The following forms and documents listed below are required for rental assistance requests through the LA City RAP. We propose that similar required documents and forms be used for the proposed Short-Term Emergency Assistance Program.

Rental Assistance Application

An application will need to be submitted by the participating agency on behalf of the tenant applicant. Administrative agencies processing the rental assistance applicants will develop and create the application.

Proof of Ownership and Signed W-9 Form

1. Property Profile
2. Grant Deed
3. If a management company is Plaintiff, an Agent Authorization Agreement
4. Court Order
5. Trustor/Trustee documents

W-9 Form:

Landlord must fill-out and sign this form to be eligible for rental assistance. If a property management company fills out the form or is the Plaintiff in a UD case, they need to provide an Agent Authorization Form or an authorization letter demonstrating the landlord provide authority to a third party. Otherwise, can pay the landlord directly.

Tenant Photo Identification

Government identification is preferred but not required. However, we will need some type of photo identification to verify the tenant applicant. Here are some examples that we have used:

1. Consulate Card
2. Native Country's ID
3. Passport
4. School Identification Card

We recommend that no photo identification is required for landlords since many properties are owned by a corporation, partnership, limited liability corporation, or a trust. This requirement would slow or stop the eligibility and approval process.

Settlement Agreement / Invoice Payment / Notice

Eviction cases usually have a stipulated agreement or applicant is applying prior to an eviction case (pre-court filing), we require the landlord to enter into an agreement to end the rent dispute. For any requests that are in the pre-eviction stage, we require a notice or rent ledger to verify the rent owed. If the assistance is for non-rent, we require an invoice to verify debt and payment for services provided.

Proof of Landlord / Tenant Relationship

The following are documents we will use to verify and collaborate a landlord-tenant relationship exist. Only one of these is required:

1. Copy of an executed rental agreement
2. A promissory note or payment plan
3. Canceled checks
4. Rental receipts
5. 3-Day Notice to Pay Rent or Quit or Unlawful Detainer
6. Signed self-certification form (last resort and only for pre-eviction cases)

Proof of Economic Hardship/Shock

The following can be used to collaborate the tenant's economic hardship:

1. Documents of demonstrating an event that caused the economic hardship
2. Letter from tenant's employer of loss of job or hours
3. Medical documents showing costs and hospitalization
4. Court documents demonstrating economic hardship
5. Self declaration form filled out by the tenant attest to their economic hardship

The economic hardship/shock is to be determined not on the validity of the claim or explanation but whether the economic hardship would reasonably lead to the tenant falling behind in their rent for any extended period of time.

Proof of Income or Self Certification of Income Form

The following are different forms of income verifications used:

1. Pay stubs
2. Paycheck statements
3. Canceled checks
4. Govt. benefits statement
5. Third party verification form of employment
6. Self-Certification Form

Collection of Documents & Reporting

After payment has been processed and delivered, RAA will prepare a complete copy of all the required documents and forms for approved applications. This approved application packet will be scanned and saved as a final submission application packet and will be included in every City monthly invoice. We will maintain and store an electronic file for each submission.

Administrative agency will maintain these submissions and records for at least five years following the expiration of the rental assistance services provided. In addition, the administrative agency will provide the City with such records when requested. Administrative agency shall provide the City with access to any such records during regular business hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.) upon receipt of a written request by the City to review or duplicate them.